

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 00057851	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position <i>USOPM JFS 601 Asst. Technical Worker in the medical, Dental, Hospital &amp; Public Health Group, GS-1100, NY 2001</i>					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Health Specialist	GS	601	11	001 <i>8</i>
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Environmental Health Specialist			6. NAME OF EMPLOYEE Matthew Klasen		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e. Washington, DC		
b. Office of Environmental Information			f.		
c. Office of Information Analysis and Access			g.		
d. Analytical Products Branch			h. Organization Code 28422000		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>PD # 00057798</i> Guy Tomassino, Acting Chief, Analytical Products Branch			d. Typed Name and Title of Second-Level Supervisor <i>PD # 00035647</i> Nancy Wentworth, Director, Environmental Analysis Division		
b. Signature <i>Guy Tomassino</i>		c. Date 4/17/08	e. Signature <i>Nancy Wentworth</i>		f. Date 4/17/08
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input type="checkbox"/> This position has no promotion potential.		<input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <i>13</i>		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code <i>00</i>		d. Bargaining Unit Code <i>0011</i>		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( <i>5</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ( )	
f. Signature <i>Matthew Klasen</i>		g. Date 7/20/08			
11. REMARKS STATEMENT OF DIFFERENCE					



Environmental Health Specialist  
GS-601-11

The Office of Information Analysis and Access (OIAA) seeks to continuously enhance the public's access to quality data and information about the environment and human health. OIAA provides the infrastructure and policies to ensure that EPA has solid framework for information use and dissemination. OIAA's goal is to provide better analysis and access to environmental information so the American public is empowered to make better decisions about protecting human health and the environment.

This position is in the Analytical Products Branch (APB) of the Environmental Analysis Division (EAD) in OIAA. EAD's mission is to provide scientific and analytical services to enhance environmental and health decision-making. The Division's responsibilities include: (1) hazard assessment; (2) economic analysis; (3) indicator development and reporting; (4) environmental health information analysis and access; (5) tool and application design; and (6) emerging science and technology assessment in support of better internal and external access to information and decision-making.

The incumbent will perform hazard assessments and analyses to link environmental hazards to health, organize knowledge about environmental and health linkages, and support cooperative environmental health activities. These duties will be carried out to meet EPA program needs, and in partnership with other OIAA divisions, Agency programs, public health agencies, states, tribes, and NGO's as appropriate.

Duties and Responsibilities

1. Serves as an environmental health specialist in the field of environmental public health. Develops and evaluates various and toxicology studies and risk assessments that evaluate the impact of chemicals on human health. An understanding of general toxicology, environmental health policy, risk assessment, epidemiology, and biostatistics is important in the conduct of this work. The incumbent ensures the scientific accuracy and merit of hazard assessment-relevant studies. This requires a comprehension of, or familiarity with, risk assessment practices, especially those related to methods employed to examine dose-response relationships and those used in the evaluation of the risks of environmental exposure.
2. Organizes and provides access to information about environmental-health indicators. Works with agency programs interested in health outcomes to promote the ability to improve measures and indicators, defines requirements for web sites and other tools to make knowledge about environment-health indicators more accessible. This requires an ability to carefully document the needs of scientists and policy-makers using a customer-oriented approach and to translate them for information technology specialists. Familiarity with environmental health indicators, programmatic performance measurement, and world-wide web search capabilities and tools is required.



3. Supports EPA program efforts to link environmental hazards and health by facilitating access to health data and information, assessing and providing access to tools to aid in analysis and interpretation of data, and conducting analyses to better understand the link between environmental hazards and human health. An understanding of epidemiology and biostatistics is important in the conduct of this work. This work also requires the ability to design and oversee the development of models and other statistical analyses, to gather health and environmental data, and to write articles for publication in major environmental health journals.
4. Supports cooperative environment-health activities. Develops partnerships with Agency programs, and federal and state public health agencies to carry out work that will facilitate better environmental public health tracking. Work includes examination of the means to organize environmental data for easier access by other health agencies like the Centers for Disease Control and health data for access by environmental agencies. Knowledge of environmental and health datasets and health information access policy is important to this work.
5. The incumbent functions as a member of the EAD team and other interdisciplinary teams established with partner divisions, programs, and agencies. Supports colleagues and team activities, and accepts responsibilities from the team leader.
6. Serves as a project officer, delivery order officer, or work assignment manager on various agency extramural vehicles (contracts, grants, cooperative agreements, and/or IAG's). Responsibilities include (but are not limited to) preparing the procurement requests, developing the statement of work, estimating the budget, writing the justification for other than full and open competition (if necessary), establishing the evaluation criteria (if necessary), period of in performance, delivery and reporting schedules; evaluating technical proposals in accordance with source evaluation and selection procedures, monitors the cost, management, and overall technical performance of the vehicle after the award.
7. Performs other duties as assigned.



Factor 1: Knowledge Required by the Position      Level 1-7      1250 points

Knowledge of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems.

Knowledge, Skills and Abilities Required for this position:

Individual must have knowledge of agency program goals and objectives, skill to plan, organize and direct team study recommendations, establish procedures. Must be familiar with administrative laws, policies, regulations and precedents applicable to the administration of one or more important public programs. Incumbent must have an understanding of general toxicology, environmental health policy, risk assessment, epidemiology and biostatistics in order to perform duties required of this position. Must be able to function as a team member, support colleagues and team activities and accept responsibilities from team leader.

Factor 2: Supervisory Controls      Level 2-4      450 points

Supervisor provides administrative analysis and evaluation of programs and issues, the employee is subject to administrative and policy direction concerning overall project priorities and objectives. Direction may be delegated responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations and recommendations developed by the employee are normally reviewed by management officials for effectiveness in meeting the requested requirements.

Factor 3: Guidelines      Level 3-3      275 points

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, management. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing organization.

Factor 4: Complexity      Level 4-3      225 points

Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms. And findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and



conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5: Scope and Effect

Level 5-3

150 points

Analyzes and evaluates major administrative aspects of substantive mission-oriented programs. Develops long-range program plans, goals, objectives, and milestones or evaluates the effectiveness of programs conducted throughout an agency, or a regional structure of equivalent scope. Identifies and develops ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Develops new ways to resolve major administrative problems or plans the most significant administrative and management aspects of professional or scientific programs. Develops administrative regulations or guidelines for the conduct of program operations or new criteria for measuring program accomplishments.

Factor 6: Personal Contacts

Level 6-3

60 points

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad hoc basis.

Factor 7: Purpose of Contacts

Level 7-2

50 points

The purpose of contacts is to justify or settle matters involving significant or controversial issues; e.g., recommendations affecting major programs, dealing with substantial expenditures, or significantly changing the nature and scope of organizations.

Factor 8: Physical Demands

Level 8-1

5 points

The work is primarily sedentary, although some slight physical effort may be required.

Factor 9: Work Environment

Level 9-1

5 points

Work is typically performed in a adequately lighted and climate controlled office. May require occasional travel.

TOTAL POINTS: 2470



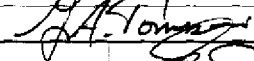



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Matthew Klasen		This position has no extramural resources management responsibilities.
Position Number		<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Health Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-601-11		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	OEI/OIAA/EAD/APB		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature		Date	9/17/08
Personnel Specialist's Signature		Date	7/20/08

### Part 1. Contracts Management Duties

	<input checked="" type="checkbox"/>	Monitors management and performance of
Pre-award:		delivery orders/work assignments after award
Plans Procurements		Defines scope of work for work assignments
Estimates Costs		Approves payment requests of ACH drawdowns
Obtains funding commitments		Manages cost-reimbursement contracts
Prepares procurement requests	<input checked="" type="checkbox"/>	Reviews invoices
Writes statements of work	<input checked="" type="checkbox"/>	Inspects and accepts deliverables
Reviews statements of work		Other (list)
Processes unsolicited proposals		
Responds to pre-award inquiries		
Participates in pre-award conferences		Close-out:
Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests		Reconciles payments with work performance
Other (lists)		Closes-out payments
		Performs cost accounting
Post-award:		Provides assistance to Contracting Officer in settling claims
Prepares delivery orders		Other (list)
<input checked="" type="checkbox"/> Reviews contractor work plans		
<input checked="" type="checkbox"/> Reviews contractor progress reports		
Monitors government-furnished property		
<input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award		
<b>Percentage of Time Spent on Contracts Management</b>		
		5 %



<b>Part 2. Grants/Cooperative Agreements Duties</b>		
<b>Pre-application/Application:</b>		
Prepares solicitation for proposals		Advise Grants Management Office of potential problems/issues
Identifies potential grantees for area of program emphasis		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Approves payments requests or ACH drawdowns
Provides administrative information to applicants		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		Negotiates amendments
Assists applicant in resolving issues in application		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		When necessary, recommends termination of the agreement
Negotiates level of funding		Resolves with Grants Management Office administrative and financial issues
Conducts site visits to evaluate program capability		Conducts periodic reviews to ensure compliance with agreement
Serves as resource to Selection Panel		Other (list)
Other (list)		
<b>Award:</b>		
Prepares funding package, including Decision Memorandum		Close-out:
Obtains concurrences/approvals		Certifies deliverables were satisfactory and timely
Reviews/concurs in completed document		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Establishes project file		Reconciles payment with work performed
Other (list)		Notifies recipient of close-out requirements
		Obtains legal assistance if necessary to resolve incomplete close-out
		If project is audited, responds to issues and ensures recipient complies with audit recommendations
		Other (list)
<b>Project Management/Administration:</b>		
Monitors recipient's activities and progress		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
Reviews reports and deliverables and notifies recipient of comments		0 %
Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>		
<b>Pre-Agreement:</b>		
Plans and negotiates work effort		Monitors cost management and overall technical performance
Estimates costs		Participates in decisions about project modification/termination
Obtains funding commitments		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Prepares commitment notice		Inspects and accepts deliverables
Writes or reviews scope of work		Other (list)
Responds to pre-agreement inquiries		
Participates in pre-agreement conferences		Close-out:
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Reviews final report
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Decides on disbursement of equipment
Performs technical evaluation of work plan and budget		Reconciles payments with work performed
Prepares funding package and obtains necessary concurrences		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Other (list)		Certifies deliverables
		Resolves close-out issues with Grants Management Office/other agency
		Other (list)
<b>Project Management/Administration:</b>		

